



## POSITION DETAILS

REPORT TO:	Principal
FTE:	As negotiated
CLASSIFICATION LEVEL:	Grade 2

## JOB SPECIFICATION

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Maintenance Officer position is based at the school and is accountable to the Property Services Team Leader.

## Position Overview

<b>Position Summary</b>	<p>The Maintenance Officer is accountable to the Property Services Team Leader while also taking direction from the Property Services Supervisor. The incumbent is responsible for the maintenance of the relevant Sunrise Christian School/s as directed. The Maintenance Officer has the following areas of responsibility:</p> <ul style="list-style-type: none"> <li>Ensuring the repair and maintenance tasks within the school/s are completed as requested by the Property Services Team Leader or delegate</li> <li>Ensuring premises are maintained in a clean and tidy manner including recycling and rubbish removal</li> <li>Ensuring all appropriate qualifications are completed and maintained to complete all tasks as required.</li> </ul>
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<p><b>Reporting / Working Relationships</b></p>	<ul style="list-style-type: none"> <li>• The Maintenance Officer is accountable to and under the direction of the Team Leader Property Services or delegate.</li> <li>• The Maintenance Officer will also take direction from the Property Services Supervisor.</li> <li>• The Maintenance Officer may also receive direction from the Principal or delegate.</li> <li>• Property Services and Maintenance staff should maintain and foster positive relationships with all staff.</li> </ul>
<p><b>Special Conditions</b></p>	<ul style="list-style-type: none"> <li>• Some out of hours work may be required</li> <li>• Drivers licence and own vehicle required</li> </ul>

## Key Responsibilities

KEY RESPONSIBILITIES	RELATED TASKS
<p><b>Maintaining Clean and Tidy Facilities</b></p>	<p>The Maintenance Officer will:</p> <ul style="list-style-type: none"> <li>• Ensure the school grounds and facilities are kept clean, tidy, and well-presented at all times.</li> <li>• Attend to waste and recycling, including emptying indoor and outdoor bins, ensuring they remain in a serviceable condition, and preparing rubbish and recycling for collection.</li> <li>• Carry out general cleaning tasks as required, including responding to spills, graffiti, and other immediate cleaning needs.</li> <li>• Use cleaning products and equipment safely and in accordance with relevant procedures.</li> <li>• Undertake routine checks of all buildings and rooms to ensure they are clean, orderly, and secure, including switching off lights, air conditioning, and other equipment when not in use.</li> <li>• Assist with cleaning and pack-up after school events, including rubbish removal, mopping, and resetting areas as required.</li> <li>• Adhere to WHS practices &amp; procedures</li> <li>• Other duties as requested</li> </ul>



## Person SPECIFICATION

### Essential Minimum Requirements

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>While no formal qualifications are required, relevant experience will be highly regarded.</li> </ul>
<b>Compliance</b>	<p>The following mandatory training and certifications are required:</p> <ul style="list-style-type: none"> <li>A current satisfactory WWCC (Working with children check) will be required at commencement of employment.</li> <li>Proof of completion of Responding to Risks of Harm, Abuse &amp; Neglect will be required at commencement of employment.</li> <li>Sexual Harassment Awareness Training</li> <li>Protective Practices Training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience is not required but would be an advantage.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Prior knowledge is not required but would be an advantage.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.</li> <li>The ability to work with all levels of staff and management.</li> <li>The ability to utilise technology/systems for both communication and maintenance responsibilities.</li> <li>Willing and eager to grow through professional learning opportunities as provided to actively develop new skills and enhance existing skills.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li> <li>A mature faith and active involvement in a local church.</li> </ul>



	<ul style="list-style-type: none"> <li>• A proven lifestyle founded on Biblical Christian principles.</li> <li>• A life that demonstrates the indwelling of the Holy Spirit.</li> <li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li> <li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li> </ul>
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## DESIRABLE CHARACTERISTICS

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• An appropriate trade qualification will be highly regarded.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Current First Aid and CPR certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in a similar maintenance role would be an advantage.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the operation of a Primary &amp; Secondary Educational Facility would be an advantage.</li> </ul>

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job & person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: \_\_\_\_\_  
Principal Sunrise Christian School

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_